

Procedure

Procedure Number: 410

Chapter: Eligibility


Contact: Kathy McCord

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References:

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Approved by: 
Assistant Administrator, PEBB

Alternative Identification Number

Purpose

The purpose of this policy is to define guidelines for the Public Employees Benefits Board (PEBB) Benefits Services Program when a PEBB enrollee requests an alternative identification number. The medical carriers automatically assign an alternative identification number for their members. This policy only applies to the Uniform Dental Plan.

Definition

"Alternative Identification Number" is a number, other than a Social Security Number, that the health plan assigns to a member as their identification number.

Procedures

1. PEBB enrollee sends a request to PEBB for an alternative identification number. The correspondence is imaged and routed to the correspondence queue for action.
2. The PEBB Benefits Services Program reviews the correspondence and sends an acknowledgment letter to the enrollee. The letter will indicate that:
 - a. Because of tax reasons, the Health Care Authority's (HCA) computer system only recognizes Social Security Numbers as identification numbers.
 - b. The request for an alternative identification number will be forwarded to UDP.
3. The PEBB Benefits Services Program forwards the request for an alternative identification number to UDP.
4. UDP provides the member with an alternative identification number.